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31 MAY 1955

MEMORANDUM FOR: Director of Training

SUBJECT : Grade Distribution - Instructor Development Program

REFERENCE : Memo dated 26 April 1955, to DD/S fr D/Training, Same Subject

1. I have given careful study to your request that the grade distribution on the Instructor Development Program, originally established to cover the range from GS-11 to GS-13, be extended to GS-14. In the course of this review I have sought the advice and guidance of the Director of Personnel regarding the advisability of granting this increase in the manner requested.

2. While I share your concern for seeing that this program moves along as rapidly as possible, and is assisted in this movement by all appropriate means within the area of my responsibility, I do believe that there is a possible problem with individuals who may be recruited at the GS-14 level. When you consider that they will be in a training or learning status for at least two years followed by assignments within the Office of Training it seems to me that it is normal for them to expect some form of salary progression during that time other than the normal increments afforded by the in-grade promotions for which they will qualify. I seriously doubt that it would be advisable to have too many of these people in a position where you might be forced to promote them to GS-15 or face the loss of their services after the considerable expense and time involved in training them.

3. Since an analysis of the current Office of Training staffing pattern indicates that Instructor and Supervisory Professional positions at the GS-14 and above levels equate out to approximately 30% of the total professional staff at GS-11 and above, I believe it is consistent to adopt this same percentage in granting approval for an increase in the grade ceiling at this time. Accordingly, I am approving the increase of ceiling to GS-14 for no more than a total of six of the twenty positions involved in the entire Instructor Development Program. Further, I would like to see them budgeted over

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the entire three Fiscal Years of the Program in something like the following manner:

3 for FY 55
2 for FY 56
1 for FY 57

Should this ratio subsequently prove to be less than equitable, I assure you that I am willing to review any additional requests for recruitment at the GS-14 level on an individual basis.

/S/
L. K. WHITE
Deputy Director
(Support)

SA-DD/S:JAC:dlc (25 May 55)
Distribution:
cc: Director of Personnel
Comptroller
Chief, Management Staff
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